

## **NEWMARKET POLICE DEPARTMENT**

### ***NOTICE TO APPLICANT AND PARKING PERMIT REQUIREMENTS***

#### ***A. APPLICATION PROCESS***

1. If the owner of or a person in control of a vehicle requires a parking permit at the Newmarket Municipal Parking Lot located at the intersection of Spring Street and Elm Street, he/she shall be required to provide the Newmarket Police Department with his/her name, address, phone number, license number and state of license. In order for his/her application to be approved, he/she must possess a valid driver's license and he/she must permanently or temporarily reside in Newmarket. If the applicant changes his/her address or phone number, it is his/her responsibility to immediately notify the Newmarket Police Department of such changes. The same shall apply in cases of a permit being transferred to another person.

2. Parking permits shall be issued on a "first come, first served" basis. No more than forty-five (45) permits shall be issued at any given time. The permits shall be valid for a 6-month duration. Permits will be valid on an annual basis from January 1<sup>st</sup> to June 30<sup>th</sup> and from July 1<sup>st</sup> to December 31<sup>st</sup>. They may also be purchased on a monthly or daily basis. The parking permit fee shall be determined by the Town Administrator. Permits may be obtained through the Executive Secretary at the Newmarket Police Department, Monday through Friday 8 AM to 4:30 PM, except holidays. Permits will not be issued greater than one year in advance.

3. Upon approval and receipt of the parking permit fee, the applicant shall be issued a designated parking permit by the Newmarket Police Department.

#### ***B. PARKING PRIVILEGES***

1. The parking permit shall be governed by Town Ordinance # 2002-08 as adopted by the Newmarket Town Council. The parking permit may be revoked by the Chief of Police or his designee for just cause.

2. The parking permit is issued to the applicant and not to a particular vehicle. Therefore, the applicant can display the permit in any vehicle that he/she chooses but only one vehicle can be parked in the designated and assigned space at a time.

3. The parking permit **must be conspicuously displayed in the front corner of the vehicle's windshield and on the driver's side.**

4. The vehicle parked in a designated permit space must be parked with the rear of the vehicle facing the parking lot wall and the front of the vehicle facing the middle of the parking lot in order for police officers to clearly detect and identify the permit.

5. The owner of the vehicle or person in control of the vehicle parked in a designated permit space must ensure that no more than 6 inches of snow accumulates on said vehicle and is responsible for clearing all snow and ice off the vehicle within 24 hours of any snowstorm or freezing rain.
6. The owner of the vehicle or person in control of the said vehicle parked in a designated permit space must ensure that the said vehicle is lawfully registered and inspected at all times. Any unregistered or uninspected vehicle is subject to being towed at the owner's expense.
7. The owner of the vehicle or person in control of the said vehicle shall ensure that the said vehicle is properly parked within the designated parking space corresponding to his/her permit and within the visible white painted lines identifying such parking space.
8. The owner of the vehicle or person in control of the said vehicle must understand and acknowledge that he/she is responsible for strictly adhering to snow removal operations that require the removal of said vehicle after the accumulation of three inches of snow until the Department of Public Works has completed the snow removal process.
9. The owner of the vehicle or person in control of the said vehicle must understand and acknowledge that he/she may be required to have the vehicle removed under emergency conditions declared by town officials. The owner or keeper of said vehicle further must understand and acknowledge that he/she may be required to have the vehicle removed for special events or maintenance purposes. Under such circumstances, temporary restrictions will be posted 24 hours in advance and special event parking shall not disrupt the parking permit space greater than (3) days within a 6-month duration.
10. The owner of the vehicle or person in control of the said vehicle must understand and acknowledge that he/she is subject to being issued parking tickets, court fines and having the vehicle towed at the owner's expense for any violations of these requirements or for violating provisions established by Town Ordinance.

**AFFIRMATION AND VERIFICATION**

**I do hereby attest to being the lawful owner or authorized person in control of a vehicle that requests a parking permit at the Newmarket Municipal Parking Lot located at the intersection of Spring Street and Elm Street. I further attest that I have reviewed the requirements of the Newmarket Police Department regulating such parking and agree to abide by the terms and conditions. I affirm this information to be true and accurate to the best of my knowledge and belief.**

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**APPLICANT'S SIGNATURE**

**DATE**

